



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
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3	Job Classification	ADMINISTRATIVE ASSOCIATE (5+)
4	Posting Number	PN #111751
5	Department	HOUSTON POLICE
6	Division	RECORDS DIVISION
7	Section	N/A
8	Reporting Location	1200 TRAVIS, 23 RD FLOOR*
	Workdays & Hours	MONDAY – FRIDAY, 10:45 P.M. – 6:45 A.M.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Reads, analyzes and converts written crime data into coded data to generate statistical crime reports using specific crime definitions and applications as defined by the FBI. Evaluates crime reports for uniformity. Takes corrective actions in terms of proofing and returning offense reports to departmental personnel for required corrections. Evaluates stolen serialized property descriptions for entry into the Texas/National Crime Information Computers using guidelines specified by the FBI. Performs assignments as assigned by the supervisors in a timely and accurate manner. Receives, evaluates and responds to radiogram messages from DPS Quality Control Section to ensure timely responses relating to modifications, cancellations, and locate notifications of stolen/recovered property.	
10	<u>WORKING CONDITIONS</u> The position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a Bachelor’s degree in Business Administration, Liberal Arts, or a related field.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> No experience is required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> None.	
14	<u>PREFERENCES</u> None.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None.	
16	<u>SAFETY IMPACT POSITION</u> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 13</div> <div>\$824.00 - \$1,154.00 Biweekly \$21,424.00 - \$30,004.00 Annually</div>	
18	<u>OPENING DATE</u>	July 5, 2006
19	<u>CLOSING DATE</u>	July 11, 2006
	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st Floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a subject to a physical examination and verification of information provided. An equal opportunity employer	